

VACANCY NOTICE

#2005-39

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief Budget Analyst	CLASSIFICATION CODE: 02651500
	SALARY RANGE: 141, \$68401-79424	REFERENCE POSITION NO.: 2430-10000-tba
	Department or Agency Name Administration	APPLICATION PERIOD: 3/23/05-3/29/05
	Division/Section/Unit Budget Office	
	Assignment(s) / Comments	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u> _____	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>x</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying 	<ul style="list-style-type: none"> Name of department where you are currently employed
	<ul style="list-style-type: none"> Title of your present position and date you entered it 	<ul style="list-style-type: none"> Your business telephone number
	<ul style="list-style-type: none"> Date you entered State service 	<ul style="list-style-type: none"> Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. 	
	<ul style="list-style-type: none"> Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: In the Division of the Budget, to direct and coordinate the work of a staff engaged in performing technical tasks in the preparation, submittal, and management of the state budget; to direct the planning, developing and implementing of budget systems and techniques for the Rhode Island budgetary process; to assist the Deputy Budget Office and/or the Budget Officer in the formulation of policies; to assist the Deputy Budget Officer and/or Budget Officer in the formulation of budgetary practices and procedures; to direct staff in the overall tasks relating to the state's capital development program; as assigned, under the supervision of the Chief of Strategic Planning, Monitoring and Evaluation, to assist in the preparation of the annual state strategic plan; to direct the work of the Office of Strategic Planning in the absence of the Chief; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a Master's Degree in Public or Business Administration, Economics, or Political Science; and Experience: Such as may have been gained through: employment in a responsible administrative position involving the preparation and presentation of a large scale budget such as for the State of Rhode Island. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Rosemary Booth-Gallogly Executive Director-Budget Office One Capitol Hill Providence, RI 02908	Telephone #: (401) 222-6300 Fax #: (401) 222-6410 TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)



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